

ROLE DESCRIPTION FOR ELECTED TRUSTEES

1 Principal duties:

- i) to formulate and review strategic aims of The Arts Society, having regard to its charitable objectives and the requirement to deliver public benefit.
- ii) to ensure that The Arts Society functions within the appropriate legal and financial requirements and strives to achieve best practice.
- iii) to monitor the implementation of agreed policies and the effective working of The Arts Society
- iv) to promote The Arts Society to its members and the wider world.
- v) to adhere to the The Arts Society Code of Conduct for Trustees.

2 Principal tasks:

- i) to attend all meetings of the Trustee Board (approx 5 a year) and the AGM.
- ii) to participate in Trustee training seminars, sub-committees of the Board, working groups and review procedures.
- iii) to attend Area Meetings and other events as required in all parts of the country.

3 Essential qualifications:

- i) Membership of The Arts Society
- ii) Willingness to contribute specific skills, interests and contacts to support The Arts Society as part of the Trustee Board team
- iii) Reasonable computer literacy

4 Desirable qualifications:

- i) Experience of working with both paid staff and volunteers
- ii) Experience of equivalent organisations
- iii) Understanding of financial accounts.

- 5 Essential qualities:
 - i) Ability to engage in constructive debate
 - ii) Sound common sense and good humour
- 6 Desirable qualities:
 - i) Confidence in public speaking
 - ii) Confidence in dealing with people of all sections in The Arts Society
- 7 Time commitment: On average, three to five days per month

Code of Conduct for Trustees (Elected and Co-opted)

General Principles

1. Trustees must act with probity and due prudence and the Board should take professional advice as appropriate.
2. Trustees must administer The Arts Society and its assets for the benefit of the organisation as a whole, both as it stands and as it may develop.
3. Trustees are accountable to The Arts **Society members for the Board's decisions** and the overall performance of The Arts Society.
4. Except where legally authorised, Trustees must not gain financial or other material benefit for themselves, their families or their friends from their trusteeship of the charity. Nor must a Trustee attempt to use his/her status as Trustee to gain customer advantage within The Arts Society e.g. queue jump. The Board should ensure that there are clear written policies on claiming expenses by Trustees, which must be adhered to.
5. Trustees must not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
6. Trustees should conduct themselves in a manner which does not damage or undermine the reputation of The Arts Society, or its staff individually or collectively, and should not take part in any activity which is in conflict with the objects or which might damage the reputation of The Arts Society.
7. Trustees must make decisions together and take joint responsibility for them. The extent to which any Trustee or a group of Trustees is empowered to speak for or

take action on behalf of The Arts Society or the Board must be decided together by the Board beforehand.

8. Trustees must accept that their sole responsibility is to The Arts Society, not to any constituency or interest group.
9. Should a Trustee or Group of Trustees have a grievance concerning their treatment by another Trustee or Trustees, it is hoped that it can be resolved through an informal process but where that is not possible the formal grievance procedure should be used.

Responsibilities

10. Trustees must, with the help of the Chief Executive, formulate and review regularly the vision, values and long-term strategy, as well as policies for their fulfilment.
11. With the assistance of the Chief Executive and appropriate professional advisors, Trustees must ensure that The Arts Society complies both with regulatory and statutory requirements and with current best practice.
12. Trustees must be familiar with and keep under regular review the Memorandum & Articles of Association of The Arts Society.
13. Trustees should maintain a good working knowledge of the structure and activities of The Arts Society. If requested, they should be willing to represent the Board at Area Meetings and other The Arts Society events. They should also be willing to attend training or other Trustee development activities, and participate in the review process for Trustees and the Chief Executive.

Board Meetings

14. Trustees must strive to attend all meetings of the Board, ensuring they prepare for them adequately and contribute appropriately and effectively.
15. Trustees should bring a fair and open mind to all discussions of the Board.
16. Trustees must avoid any conflict of interest, whether financial or through wearing two hats e.g. as a Society Officer. It is not permissible for a Trustee to serve concurrently as a Society Chairman or member of the Advisory Council. If any conflict of interest arises, Trustees must at once declare their interest and absent themselves from any discussion or vote taken on the matter by the other Trustees. In case of doubt, the Chairman should be consulted and if necessary make a decision.
17. Confidential information or material (relating to members, staff, commercial business, etc) provided to, or discussed at a Board meeting must remain confidential and must not be discussed outside the Trustee body.

18. Trustees have a responsibility to develop a balanced and competent Board, and to maintain and review appropriate procedures for selection, election, training and retirement of Trustees and to ensure appropriate arrangements are followed for recruiting the Chairman, Vice Chairman and other officers.

Staff

19. Trustees must ensure there is a clear understanding of the scope of authority delegated to the Chief Executive. They are not responsible for nor should they become involved in day-to-day management.
20. Policies and strategies agreed by Trustees should be expressed in clear terms, so that the Chief Executive and staff responsible for implementing those policies understand what they need to do. Directions given to the Chief Executive and the staff should come from the Board as a whole.
21. Trustees should act fairly and in accordance with best practice in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of the Chief Executive and other staff.
22. Trustees must understand, accept and respect the difference in roles between the Board, the Chief Executive and staff, ensuring that the honorary officers, the Board, the Chief Executive and his/her staff work effectively and cohesively for the benefit of The Arts Society, and develop a mutually supportive and loyal relationship.
23. Having given the Chief Executive delegated authority, Trustees should be careful, individually and collectively, not to undermine it by word or action.